CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: <u>LW044</u>				
Classification Specification: <u>DEPUTY CITY ATTORNEY</u>				
Salary Range: NR Merit Range - Management Benefit Level B				
Position Description: <u>Deputy City Attorney</u>				
Incumbent:				
Location: Legal Department				

GENERAL PURPOSE:

Under the direction of the City Attorney, the Deputy City Attorney is responsible for representing the City in civil and criminal legal matters, and is responsible for the Criminal Division of the Law Department.

Work is characterized by a variety of senior professional legal services such as researching, drafting and writing briefs, opinions, and ordinances; analyzing, evaluating, and preparing cases for trial and conducting trials; providing advice to the City Council, City Administration, and departments concerning the legality of contracts, documents, resolutions, policies, departmental actions, and other matters; and preparing and prosecuting criminal cases as required. The Deputy City Attorney performs the duties of the City Attorney in the City Attorney's absence. He or she also performs a substantial amount of management, administrative, and supervisory functions by being responsible for the Criminal Division of the Law Department, including the supervision of the Chief Prosecuting Attorney, monitoring workload; establishing and approving policy; conducting performance evaluations; and taking disciplinary action when appropriate. The Deputy City Attorney establishes criminal justice policies and procedures in consultation with the Criminal Division, Municipal Court, Jail, and Police Department.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as Deputy City Attorney with oversight function of the Criminal Division as directed; represent the City in civil and criminal matters; perform duties of City Attorney in City Attorney's absence.

Responsible for the oversight of the Criminal Division of the Legal Department. In coordination with the Chief Prosecuting Attorney, review and approve major Criminal Division prosecution policies perform prosecutorial functions when necessary; prepare, review, and approve criminal codes and amendments and present codes and amendments to Committees and Council; coordinate criminal justice procedural changes with the municipal

court.

Supervise the Chief Prosecuting Attorney in accordance with City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, assisting in employment interviews; making recommendations to hire; training employees; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; and approving/scheduling sick leave and vacation time.

Utilize management practices to ensure the efficient operation of Criminal Division, with authority to direct work of prosecutors, support staff, and victim's advocates. Manage the Legal Department including attorneys, support staff, and victim advocates in absence of City Attorney.

Maintain current knowledge of issues, legislation and law affecting the City. Provide legal advice to Administration, Council, and all City departments in areas of law that may include, but are not limited to, land use, labor and employment, civil service, public works contracting, criminal procedure, police use of force, crime fighting measures and trends, code enforcement, police and fire administration, jail administration, prisoner's rights, court administration and procedure, solid and hazardous waste and other environmental matters, public records retention and disclosure, purchase and sale of real property, municipal liability, as well as general municipal administrative and legislative issues.

Represent or advise the City in litigation. Appear in municipal, district, superior, federal, and appellate courts, and before arbitrators and various federal and state hearing boards and commissions. Prepare cases for trial, conduct pretrial discovery, and prepare witnesses for testimony. Prepare briefs, present evidence, and present oral arguments.

Provide legal advice and expertise at City Council and Committee meetings as required and to all City departments; perform duties of City Attorney at Council meetings during City Attorney's absence.

Prepare and draft ordinances and resolutions and present them to Committees and Council.

Prepare and review contracts, deeds, leases, easements, official city policies, correspondence, legal opinions, and other legal documents and instruments.

Provide advice regarding personnel investigations, disciplinary procedures, and analyze specific disciplinary matters. Provide advice to the various departments regarding the FLSA, ADA, ADEA, FLMA, employment discrimination and harassment, collective bargaining, city policy, and employment records retention and disclosure.

Advise the Kent Corrections facility regarding alternative programs, the provision of medical services, the general functions of the corrections facility, and grant funded programs. Represent the facility in inquiries of state and federal oversight agencies. Prepare and review jail related policies, and assist with accreditation efforts.

Perform training for city employees on municipal laws and procedures, and employment related policies and procedures.

Develop and perform training for the Police Department personnel with regards to legal requirements and limitations relating to public safety issues.

Perform training for members of Washington State Association of Municipal Attorneys.

Prepare legislation and review legislative amendments on matters affecting the City, consult with city lobbyist, and represent the City on legislative committee of the Association of Washington Cities.

Represent various inter-local agencies of which the City is a member including the South County Special Response Team and the Valley Narcotics Enforcement Team.

Attend and represent the City at federal, state, and local meetings, hearings, and conferences; participate on committees and interact with citizens and special interest groups.

Perform comprehensive legal research on issues involving major significance to municipal operations. Organize case information and analyze pertinent case facts and evidence; research legal precedent and develop arguments as appropriate.

Respond to public inquiries regarding municipal legal requirements, public records, and consumer complaints. Provide information and assistance or refer to appropriate state or federal agency.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

May act as the City Attorney in the Attorney's absence as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Legal research methodology including use of web-based research systems
- Municipal government organizational structure, operations, policies, objectives, and jurisdiction
- Principles, practices, and procedures of criminal and civil law including court procedures and rules
- Methods, principles, and practices of effective conflict resolution
- Legality and preparation of various documents and instruments
- Principles and practices of administration, management, supervision, and training
- Personal computers, computer systems such as Internet and e-mail, and related software, specifically including Microsoft Office

SKILLED IN:

- Performance of legal research and investigation
- Case preparation and litigation techniques

- Preparation and delivery of oral presentations and arguments
- Correct use of English grammar, spelling, punctuation, and vocabulary
- Effectively organizing and expressing ideas through the use of oral and written communications
- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Working with elected officials or appointed boards
- Applying principles and practices of management, administration, supervision, and training

ABILITY TO:

- Analyze, organize, and evaluate case facts, evidence, and legal precedents
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Appear in court proceedings and represent the City's interest
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work independently with minimum supervision
- Meet schedules and timelines
- Travel to courtroom, City Hall, etc.
- Effectively present information to top management, public groups, and/or City Council
- Be professional and collegial
- Be well organized, decisive, and action orientated
- Work evenings and/or flexible hours as needed
- Evaluate policies and practices; define problem areas; develop and direct practices to improve operations
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic backgrounds
- Work effectively on several projects concurrently
- Maintain confidentiality
- Develop and implement mission, strategic goals, and objectives for the Criminal Division

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from an accredited law school with a Juris Doctor degree in law; and

Experience: Seven to ten (7 - 10) years of municipal civil and criminal legal experience; including

at least three (3) years of supervisory experience.

Or: In place of the above requirements, the incumbent my possess any combination of

relevant education and experience which would demonstrate the individual's

knowledge, skill, and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

- Active member of the Washington State Bar Association
- Valid Washington State Driver's License

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer

including spreadsheet and word processing software, printers, scanners, telephone, fax, copy machine, calculator, and overhead projector.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste; and smell. The employee is occasionally required to lift and/or move in excess of 50 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

SIGNATURES:

Work is performed in office, public forums, and courtroom environment. The incumbent may be exposed to individuals who are irate, distraught, or hostile. The noise level in the work environment is usually moderately quiet.

Incumbent's Signature	Date	Supervisor's Signature	Date	
Approval:				
Department Director/Designee	Date	Employee Services Director/Designee I		Date

* * Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 3/1/07